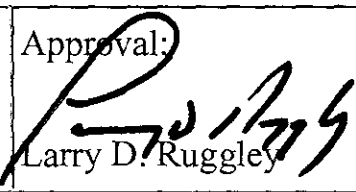


# Fort Campbell

## Sustainable Installation Management System

### ISO 14001

### Controlled Document

Originating Office: DPW Environmental Div.		Review frequency: Annual
Document Title: Procedure for Environmental Communication		
Document ID: SIMS230		
Document Owner:  Trudy Carr	Approval:  Larry D. Ruggley	Revision: 1 Revision Date: 15 Jan 2006
SIMS Action Officer	COL, SF Garrison Cdr/SIMS Director	Original Date: 1 July 2005

#### **1. PURPOSE:**

To provide a standard procedure to ensure proper handling of relevant communications regarding environmental issues including the ISO 14001 Sustainable Installation Management System.

#### **2. SCOPE:**

This procedure is applicable to all Installation employees.

#### **3. DEFINITIONS:**

- a. **Environmental Program Manager** – An individual in the DPW Environmental Division appointed to manage specific environmental programs and/or plans for media protection and resource conservation including air, groundwater, surface water, soil, cultural resources, pollution prevention, etc.
- b. **Environmental Information** – Information relating to water resources, oil and hazardous substances spills, hazardous materials management, the Emergency Planning and Community Right-to-Know Act (EPCRA), hazardous and solid waste management, polychlorinated biphenyl (PCB) management, lead hazard management, air quality, above ground and underground petroleum storage tanks, environmental noise, asbestos management, radon reduction, pollution prevention, environmental restoration, environmental quality, environmental management, the National Environmental Policy Act, natural and cultural resources management, environmental compliance assessments, and pest management.
- c. **External Environmental Communications** - Communications from external interested parties (e.g. regulatory agencies, Installation customers, media, environmental groups, the public) regarding environmental issues.
- d. **External Interested Parties** — Installation/facility stakeholders such as the surrounding

community, Installation customers, environmental groups, and regulatory agencies.

e. **Installation Employees** – All Garrison and Tenant personnel including Civil Servants and Military personnel.

f. **Internal Environmental Communications** - Communications between any Installation employee, supervisors, and environmental personnel during day-to-day operations for resolving environmental and other issues or concerns related to the SIMS. Internal Communications includes communications with IMA-SERO, IMA and DA.

g. **Relevant Communications** — Verbal or written inquiries deemed appropriate for response based on installation policy.

h. **SIMS Action Officer** - An individual designated by the SIMS Director responsible for the operation of the ISO 14001 Sustainable Installation Management System (SIMS).

#### 4. **SUPPORTING DOCUMENTS:**

<u>Document ID</u>	<u>Title</u>
SIMS200	Procedure for Legal and Other requirements
SIMS255	Procedure for Corrective and Preventive Action
SIMS265	Procedure for Environmental Records

#### 5. **PROCEDURES:**

a. Internal Environmental Communications.

(1) All Installation Employees:

(a) Will communicate according to the guidelines in the current Fort Campbell Communications plan. The plan describes communication up, down, and across the chain of command.

(b) May communicate using the following means:

- *Face-to-face discussion*
- *Telephone*
- *E-mail*
- *Assessment reports*
- *Written memorandum*
- *Work Instruction*
- *Media (mass, printed)*
- *Terrain walks / tours*
- *Formal Classes*
- *EQO handbook*
- *Submitting a Corrective and Preventive Action Request (CPAR)*
- *Scheduled recurring meetings (e.g. weekly staff calls etc.)*

- *Meeting(s) scheduled to resolve or coordinate issues*
- *Information on the Fort Campbell Internet / Intranet*

b. External Environmental Communications (Non-regulatory: media, the public, non-official agencies).

(1) All Installation Employees shall:

- (a) Receive non-regulatory requests for environmental information.
- (b) Forward requests to DPW Environmental Division Chief except as indicated in (2) immediately below.

(2) The Installation Community Planner may respond directly to requests for environmental noise information using staffed or published data as the information source.

(3) Environmental Division shall:

- (a) Address the request and prepare a response.
- (b) If required, contact the Environmental Attorney to obtain a legal review.
- (c) Respond directly to the request or as appropriate, send the response to PAO for review and release.
- (d) Maintain a record of direct responses to requests.

(3) Fort Campbell Public Affairs Office (PAO) shall:

- (a) If requested, review the response, conduct formal communication with the public or external party and maintain a record of the communication.

c. External Environmental Communications (regulatory and other government agencies).

(1) All Installation Employees shall:

- (a) Receive regulatory requests for environmental information.
- (b) Forward requests to DPW Environmental Division except as indicated in step (2) immediately below.

(2) The Installation Community Planner may respond directly to requests for environmental noise information using staffed or published data as the information source.

(3) DPW Environmental Division shall:

- (a) Respond to and follow-up on requests for environmental information or if appropriate, coordinate with the Environmental Division Chief before responding.
- (b) If required, contact the Environmental Attorney to obtain a legal review.
- (c) Maintain pertinent records of external environmental communications (memorandums, reports, etc.) with regulatory and other official agencies per SIMS265, Procedure for Environmental Records.

**6. DOCUMENT REVISION SUMMARY:**

Original Document Issue Date: 1 July 2005		
REVISION NUMBER	DATE OF REVISION	REVISION SUMMARY
1	15 January 2006	Knowledge Share Category changed to "SIMS"